

0400224 Pers. 2

SUBJECT : Overtime Pay for Irregular and Unscheduled Duty

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DATE 06-07-98 BY SP-8 JAL/BZG

APPROVED

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- f. Each office should establish internal policies regarding the authorization and control of overtime.
- g. Claims for overtime performed, for which advance authorization was not granted due to unusual operational situations, may be presented as prescribed in Para. 11 e. of

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3. The equitable control of overtime performed in the field on an irregular and unscheduled basis has always presented a knotty administrative problem. The Office of Personnel, and DD/P components concerned are presently conducting a study to determine the feasibility of authorizing premium compensation pay up to 15% of base salary (as provided by USCA, Title V, Subchapter IV, Section 926(2)) for employees who perform irregular overtime on a continuing basis. However, this method of compensation has not yet been approved for use by the Agency.

4. It is suggested that the Contact Division/OC consider the adoption of the following type of internal practices, which have been used effectively by other Agency components in controlling overtime of an irregular character:

- a. Adopt the "two-thirds rule", to provide a maximum of overtime which may be claimed for night or holiday duty.
- b. Provide for granting compensatory time off instead of payment for overtime, to the maximum extent feasible.
- c. When it is not possible to grant compensatory time off for all overtime, authorize a specific amount of paid overtime, and require that any additional overtime be on the basis of compensatory time off.
- d. Insure that time which may be properly defined as "on call" rather than "on duty" is not claimed as overtime.

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E. R. SAUNDERS
Comptroller

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